

How to Get DUNS and NCAGE Numbers and Register in SAM

On our public website at <http://www.statebuy.state.gov>, click on the Policy Division link in the left toolbar. This will take you to the main Policy Division page, where you would click on the “Contract Registration – Additional Information” link.

That will take you to a page containing information on how to get DUNS numbers as well as information on the SAM registration process.

Foreign vendors should pay attention especially to the slides on registering and renewing SAM registrations. The slides on how to register in SAM include information on how to get a NATO CAGE (NCAGE) code.

Note the 5th slide which talks about BINCS. Once the vendor receives an NCAGE code, the vendor should click on the link to BINCS, where they can run a search of BINCS to see if their NCAGE code is in the system. It is important for the NCAGE code to be there since SAM validates NCAGE codes entered into it by checking them against BINCS. If the NCAGE code is not in BINCS or if there is a problem with the information in it, that page also has a link where vendors can contact the people that run BINCS for assistance.

When looking at the slides on how foreign vendors should register in SAM, please also note slide 22. The information provided to Dun and Bradstreet for the DUNS number must exactly match (including spelling, capitalization, punctuation and spacing) the information provided to NATO for the NCAGE code. The DUNS number name and address information will be fed automatically into SAM from the Dun and Bradstreet database.

A few other suggestions for those who need to get registered in SAM:

- Vendors should ask for their DUNS numbers and NCAGE codes at the same time. Vendors do not have to have a DUNS number to get a CAGE code, nor do they have to have a CAGE code to get a DUNS number.
- The information provided to Dun and Bradstreet for the DUNS number must be exactly the same (including capitalization, spelling, punctuation, abbreviations, spacing, etc.) as the information given to NATO for the NCAGE code. Applying for both at the same time makes it much easier to ensure that the information provided to both systems is identical.
- Once the vendor obtains both the DUNS number and the NCAGE code, and once the NCAGE code is entered in BINCS, the vendor can then register in SAM.
- When registering in SAM, remember that when SAM asks for a Tax ID number, they want an American Tax ID number. If the vendor does not have one, or has a tax ID number from another country, then the vendor should leave the Tax ID field blank. This also goes for other data requested by SAM. For example, if the Philippines uses American format ABA bank routing numbers and account numbers, then these should be entered into SAM. If the Philippines uses some other format not used in the U.S., the vendor should leave these fields blank.
- References in SAM to small businesses only apply to U.S. small businesses. Businesses based outside the U.S. are always considered Other Than Small (or, just Large).